

# 2021-2022 verification worksheet federal student aid programs

**INDEPENDENT** Your application was selected by the U.S. Dept. of Education for review in a process called "verification." In this process, Union's Student Financial Services office will compare information from your FAFSA with data from the IRS and this worksheet. Below are the steps you **must do** before financial aid can be awarded to you.

1. **If you and your spouse used the IRS Data Retrieval tool (DRT) when completing your FAFSA and did not make any changes to that information, a 2019 Tax Return Transcript is not necessary.**
2. If you and your spouse did not use the IRS DRT or you made changes after the IRS DRT, contact the IRS at [www.irs.gov](http://www.irs.gov) or call 1-800-908-9946 to obtain a 2019 TAX RETURN TRANSCRIPT. (Copies of the Tax Account Transcripts are not accepted. We do accept signed copies on the 1040 and accompanying schedules.)
3. If you or your spouse did not file or are not required to file an IRS 1040, you and your spouse must provide **Verification of Nonfiling** from the IRS (Form 4506-T, Box 7, and Box 9 for December 31, 2019 and include a copy of 2019 W-2 Forms from all employers.
4. **Complete all sections and sign the worksheet.** You and your spouse must sign the worksheet.
5. Submit all required documents to the Student Financial Services office.

## A. Student information (Please print or type)

First name \_\_\_\_\_ Last name \_\_\_\_\_  
 Middle name \_\_\_\_\_ Union ID number \_\_\_\_\_  
 Address (include apt. #) \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_  
 Date of birth: Month \_\_\_\_ Day \_\_\_\_ Year \_\_\_\_\_ Phone number (with area code) \_\_\_\_\_  
 Email address \_\_\_\_\_

## B. Family information

Include the following in the household:

- You (the student)
- Your spouse – You are required to provide your spouse's information in all sections of this form and provide verification of tax information for both you and your spouse. If you are divorced or legally separated as of the date the FAFSA was completed, you do not include the spouse's information on this form.
- Your children if (1) you will provide more than half of their support from July 1, 2021 through June 30, 2022, or (2) the children would be required to provide parental information when applying for Federal Student Aid. Do NOT include any foster children or any child you or your spouse are paying child support for.
- Other people currently living with you, if you or your spouse provide and will continue to provide more than half of their support from July 1, 2021 through June 30, 2022.

\* Support means gifts, loans, housing, food, clothing, car, money, medical and dental care, paying college costs, etc.

**Write the names of ALL household members below.** List ages as of date when you applied for the 2021-2022 FAFSA. Also, write in the name of the college for any family member who will be attending college at least half-time between July 1, 2021 and June 30, 2022, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page.

Full name	Age	Relationship	College attending in 2020-2021
		Self	Union College

## C. Student - Complete only if you will not file and are not required to file

- I attest that I have not filed an IRS 1040 for 2019 and I am not required to file an IRS 1040 for 2019. I have attached all of the W-2 forms I received for 2019.

## D. Spouse - complete only if you will not file and are not required to file

- We attest that we have not filed an IRS 1040 for 2019 and we are not required to file an IRS 1040 for 2019. We have attached all of the W-2 forms we received for 2019.

## E. W-2 information

List the name of all of your employers and the amount earned from each in 2019. Please **provide** IRS W-2 Form(s) for each employer in 2019 if you did not file taxes in 2019. Include employers even if they did not issue an IRS W-2 Form. If you need more space, attach a separate page.

Student employer	Student earnings	Spouse employer	Spouse earnings

## F. Additional income

Both tax filers and non-tax filers must list any untaxed income received in 2019. **Be sure to enter zeros if no funds were received.** Failure to complete this section will delay the processing of your verification.

Applicants with no taxable income, no earned income or no untaxed income as reported in this section will be required to submit a LOW INCOME VERIFICATION FORM showing how living expenses were met.

Student	Calendar year 2019	Spouse
\$	<p align="center"><b>Untaxed Income</b></p> <p>Payments to tax-deferred pensions and savings plans (paid directly or withheld from earnings) including, but not limited to, amounts reported on W-2 Form Box 12a - 12d, codes D, E, F, G, H, S, and Box 14.</p>	\$
\$	Housing, food, and other living allowances paid to members of the military. Amounts reported on W2 Form Box 14.	\$
\$	Housing, food, and other living allowances paid to members of the clergy. Amounts reported on W2 Form Box 14.	\$
\$	<p>Child support received due to divorce, separation or legal requirement.</p> <p><b>List the names and ages of the children receiving the child support.</b></p> <hr/> <p><b>The person's name to whom the support is paid.</b></p> <hr/> <p><b>Address where the children live.</b></p> <hr/> <hr/>	\$

## G. Signatures

By signing this worksheet, I (we) certify that all the information reported on this worksheet is complete and correct.

**Warning:** If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's signature

\_\_\_\_\_  
Date

### Return by mail or email to:

Union College, Student Financial Services  
3800 South 48th Street Lincoln, NE 68506  
**Phone:** (402) 486-2505  
**Email:** sfs@ucollege.edu